



GOVERNOR'S AWARD FOR BUSINESS EXCELLENCE



Nomination Instructions:

Business excellence is epitomized by a balanced combination of manufacturing and service excellence, and a steadfast commitment to employees, customers and the community. This award is presented to for-profit companies that demonstrate a consistently high level of attentiveness and dedication in these areas. We seek information on the nominated firm that demonstrates its commitment to its customers, employees, community, and manufacturing and/or service excellence. Companies can self-nominate and are allowed to submit as often as they choose but may only win once. Companies may only be nominated if they have been in business in Maine for at least 5 years.

A completed application consists of :

- * **A cover sheet that includes the company name and address**
- * **Description of the company, the products and/or services provided and years of operation**
- * **Number of employees and average hourly wage, excluding management**
- * **The signature of the nominee (page included) and a list of references.**

Please submit 8 copies of your nomination materials. If you would like the materials returned, except for one copy, submit this request in writing along with the application.

DEADLINE FOR RECEIPT OF NOMINATIONS is Friday, February 15, 2013. Awards will be presented at a ceremony in the spring of 2013, with the winners notified prior to the event. For additional forms and/or more information on the nomination process, call Brian Doyle at (207) 624-9807. Return completed nominations to:

Brian Doyle-Governor's Account Executive
Governor's Award for Business Excellence
59 SHS, 111 Sewall St., Cross Office Building, 3rd Floor, Augusta, Maine 04333

NOMINATED BUSINESS _____

(Please be accurate with business name – this name will appear on the award, if chosen)

Contact _____ Title _____

Address _____ City/State/Zip _____

Telephone _____ E-mail _____

Nominator _____ Title _____

Business _____ Address _____

City/State/Zip _____ Telephone _____ E-mail _____

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Utilizing the following categories, please provide a 1 – 2 page narrative addressing the following:

Demonstrated commitment to: I. Employees, II. Community, III. Customer Satisfaction and Manufacturing and/or Service Excellence.

Also, whenever possible, please:

- *Express monetary donations as a dollar amount OR a percentage of pretax profits
- *Express in-kind services as a dollar amount OR number of hours donated
- *List prior awards and/or recognitions and the year they were presented

When preparing your nomination, remember that a group of business leaders who might not be familiar with the company will be reviewing the materials. The quality of the nomination will have a direct impact on how the company will be evaluated. Be sure your nomination reflects your best effort and “tells the story” of the company you are nominating.

I. COMMITMENT TO EMPLOYEES

An excellent company cares about the well-being of its employees. Indicate how the nominee has demonstrated concern for its employees and their development by addressing any or all of the following: its development of innovative human resource programs, child care services, wellness programs, internal or external educational initiatives, safety programs, wage incentive and employee recognition programs, job retention rates, or any other initiatives that demonstrate an abiding commitment to employees.

II. COMMITMENT TO COMMUNITY

An excellent company contributes to its community. This may be manifested as monetary or non-monetary support of the arts, charities, schools, institutions, or general support of people in need. Please include a summary of the outstanding contributions made by the company, including specific information and exhibits such as newspaper articles or letters of appreciation, when available.

III. COMMITMENT TO CUSTOMER SATISFACTION AND MANUFACTURING AND/OR SERVICE EXCELLENCE

Excellence can, perhaps, most aptly be measured by customer satisfaction. It is a vital strategic measurement that is indicative of a company's success in gaining market share, customer loyalty and profitability. It comes from a systemic dedication to excellence from top management, employees, internal and external quality initiatives, streamlined processes and continuous innovation and change. How has the nominee excelled in these or related areas? What sets this firm apart from its competitors? Please speak to the nominee's commitment to customer satisfaction and its efforts to achieve manufacturing and/or service excellence. Please consider exhibits such as customer or vendor testimonials, performance metrics, or other documentation of the company's superior efforts and results.

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IV. NOMINATOR'S FINAL COMMENTS

Please add any additional comments you feel are important in considering this company for this award.

SIGNATURE OF NOMINEE:

I do hereby affirm that the factual information contained herein is true and accurate to the best of my knowledge.

Signature/Contact: _____

Title: _____ Business: _____

REFERENCES:

Please provide the names of three individuals who agree that the information about this company is accurate and who would act as references.

1. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____ Phone: _____

2. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____ Phone: _____

3. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____ Phone: _____